

GERMANTOWN CAMPUS
DEPARTMENT OF ENERGY - GERMANTOWN, MARYLAND

*Voorhees Walker Smith & Smith
Architects*

class. plan 1987

**U.S. DEPARTMENT OF ENERGY
OFFICE OF CLASSIFICATION
CLASSIFICATION TRAINING INSTITUTE**

2024 Course Catalog



**U.S. DEPARTMENT OF
ENERGY**

Contents

| | |
|---|----|
| Introduction | 1 |
| Classification Level | 1 |
| Course Schedules and Locations..... | 1 |
| Registration..... | 1 |
| 2024 Course Schedule..... | 2 |
| General Course for Classification Officers/Analysts (CO/CA) | 3 |
| General Course for Headquarters Classification Representatives (CR) | 4 |
| General Course for Derivative Classifiers (DC)..... | 5 |
| General Course for Email Derivative Classifiers..... | 6 |
| General Course for Derivative Declassifiers (DD) | 7 |
| Safeguards and Security Classification (CG-SS-5) Course (4 day) | 8 |
| Safeguards and Security Classification (CG-SS-5) Course (3 day) | 9 |
| Overview of Nuclear Weapons Classification (OWC) Course | 10 |
| Historical Records Restricted Data Reviewers (HRRDR) Course | 11 |
| Historical Records Restricted Data Reviewers Refresher Course | 12 |
| Restricted Data/Formerly Restricted Data Recognition and Records Processing Seminar | 13 |
| Access to Restricted Data and Formerly Restricted Data | 14 |
| Access to Transclassified Foreign Nuclear Information (TFNI) | 15 |
| Restricted Data Derivative Classifiers Course | 16 |
| Unclassified Controlled Nuclear Information (UCNI) Reviewing Official Course..... | 17 |
| Office of Classification eLearning Courses Available via Learning Nucleus | 18 |
| Learning Nucleus Tips | 18 |
| Special Courses and Briefings | 20 |
| REGISTRATION FORM | 21 |



OFFICE OF CLASSIFICATION

CLASSIFICATION TRAINING INSTITUTE

COURSE CATALOG

Introduction

The Department of Energy (DOE) has a dual responsibility to the public regarding classified data. The first part of this responsibility requires DOE to identify, classify, and protect information defined by statutes and Executive orders that would cause damage to national security if released. The second part of this responsibility requires DOE to declassify information once it has been determined it no longer meets the standards for classification. The duality of this mission requires DOE to continually review its classified information and balance the requirements for protection against the requirements for dissemination. In this dynamic environment, DOE has established a comprehensive classification and declassification program based upon the consistent application of defined principles. To ensure that all classification and declassification decisions are based on these principles, the Office of Classification established and maintains a comprehensive classification and declassification education program.

The training and education program is perpetually evolving with new courses and special briefings as events dictate. Basic courses that are in constant demand are described in this course catalog. Specialized courses and briefings have been developed and are available on an "as needed" basis.

Classification Level

Many of the courses offered by the Classification Training Institute either contain Secret Restricted Data (SRD) or have the potential to lead to discussions at this level and category. These courses are given only at appropriately cleared facilities, to appropriately cleared individuals. Facility and student clearance level requirements are contained in each course description. **Please note that for other-agency attendees, all clearance paperwork is due 15 working days before the training begins.**

Course Schedules and Locations

The courses schedule on page 2 are pre-planned for the year. Additional, "on demand" classes are routinely scheduled based on customer needs. In-person courses can be scheduled up to 9 months in advance at facilities that can support an appropriate class size and security requirements. A class size of 10 is generally considered necessary to justify a course outside of DOE Headquarters (HQ) Germantown. Emergent training requests should be sent to Jim Crosley at james.crosley@hq.doe.gov and will be supported, considering instructor availability and Federal approval.

Registration

Registration forms are required for instructor-led courses. If registering for a course that is not yet scheduled, submit the registration form with the course date blank. Wait lists will be generated from submitted registration forms and invitations will be sent to those on the wait list as courses are scheduled. A printable copy of the registration form is included on page 21 and a pdf fillable version is available on request.

2024 Course Schedule

All training is conducted at DOE Headquarters, Germantown, Maryland unless otherwise noted on this schedule. Please Note: Other-agency attendees' clearance paperwork is due 15-working days before classified training begins.

General Course for Classification Officers/Analysts

March 12-14

September 24-26

Overview of Nuclear Weapons Classification Course

April 15-19 (Albuquerque)

October 21-25

General Course for Headquarters Classification Representatives

As Required

Safeguards and Security (CG-SS-5) Classification Course

February 5-8 (Oak Ridge)

May 20-23 (Savannah River)

July 22-25 (NNSS)

Also upon request

General Course for Derivative Classifiers (via WebEx)

January 17-18

February 21-22 (MST)

March 26-27

April 23-24

May 29-30 (MST)

June 11-12

July 9-10

August 27-28 (MST)

September 17-18

October 16-17

November 13-14 (MST)

December 17-18

Historical Records Restricted Data Reviewers Course

July 15-17

Also upon request

Historical Records Restricted Data Reviewers Refresher Course

Upon request

General Course for Derivative Declassifiers (via WebEx)

February 13-14

May 14-15

August 6-7

November 5-6

Restricted Data/Formerly Restricted Data Recognition and Records Processing Seminar (via WebEx)

Upon request

General Course for Classification Officers/Analysts (CO/CA)

Duration:

Three days

Designed For:

New Program Classification Officers, Classification Officers, members of the Classification Officer's staff, and those individuals requiring detailed training in the DOE classification/declassification system. This course is a prerequisite to appointment as a DOE, National Nuclear Security Administration (NNSA), or contractor Classification Officer.

Description:

The General Course for Classification Officers/Analysts is intended to provide in-depth information on the DOE classification/declassification system and all its requirements. The course consists of 13 modules, each of which concentrates on a different aspect of classification and declassification.

| | | | |
|--------------|---|----------|---|
| Introduction | The Classification Community | Module G | Declassification and Downgrading |
| Module A | Classification and Legal Authorities | Module H | Marking Mechanics for Classification |
| Module B | DOE Classification Equities | Module I | Document Reviews |
| Module C | Authorities and Responsibilities | Module J | Upgrading and Reclassification |
| Module D | Classification Officer Key Roles | Module K | Other Considerations |
| Module E | Original/Initial vs. Derivative Classification | Module L | Controlled Unclassified Information and Unclassified Controlled Nuclear Information |
| Module F | Classification Guidance | | |

Delivery:

This course features Federal staff as guest instructors for modules within their expertise and relies on practical exercises to reinforce lectures on various aspects of classification. A final examination is given at the conclusion of the course and a score of at least 80 percent is required for passing. Numerous handouts are provided along with copies of all slides used. Handouts and slides provide reference material for the student.

Goal:

Successful completion of the course will familiarize the student with the DOE classification and declassification system.

Clearance Level Required:

None

Prerequisites:

None

General Course for Headquarters Classification Representatives (CR)

Duration:

Four hours

Designed For:

New HQ Classification Representatives and Alternate Classification Representatives. This course is a prerequisite to appointment as a DOE HQ Classification Representative and Alternate Classification Representatives.

Description:

The General Course for Headquarters Classification Representatives is intended to familiarize prospective appointees with the responsibilities of an HQ Classification Representative. The course provides details on how to accomplish CR responsibilities and provides an overview of the classification program.

Delivery:

The course is presented via one-on-one briefings. Handouts are provided along with copies of all the slides used. Handouts and slides provide reference material for the student.

Goal:

Successful completion of the course will familiarize the student with his or her duties as an HQ Classification Representative or Alternate HQ Classification Representative.

Clearance Level Required:

None

Prerequisites:

None

General Course for Derivative Classifiers (DC)

Duration:

Two days

Designed For:

Individuals within Headquarters organizations who require derivative classification authority.

Description:

The General Course for Derivative Classifiers is intended to familiarize personnel with the DOE classification system and its requirements. The course consists of nine modules, each of which concentrates on a different aspect of classification. This course is a prerequisite to appointment as a DOE HQ Derivative Classifier.

| | |
|--------------|---|
| Introduction | Overview |
| Module A | U.S. System of Classification |
| Module B | Derivative Classification Authority |
| Module C | Classification Guidance |
| Module D | Derivative Classification Review Process |
| Module E | Marking Mechanics for Derivative Classification |
| Module F | Controlled Unclassified Information and Unclassified Controlled Nuclear Information |
| Module G | Original Classification, Declassification, and Downgrading |
| Module H | Additional Considerations |

Delivery:

This course is offered via video teleconference with class size generally limited to ten. Classes are conducted approximately once a month. The course is occasionally offered in Mountain Standard time (MST) to accommodate west coast customers. In-person delivery will be considered for larger groups on a case-by-case basis. Class exercises are conducted on the second day and a final examination is sent via email at the conclusion of the course. A score of at least 80 percent is required for passing. Individuals who require classification authority may also be required to complete a performance-based test on the classification guidance they will be using in their specific area of expertise within 6 months. Numerous handouts are provided along with copies of all slides used. Handouts and slides provide reference material for the student.

Goal:

Successful completion of the course will provide the student with an understanding of the duties and role of a derivative classifier, to include the review process and marking requirements.

Clearance Level Required:

None

Prerequisites:

Individuals should be familiar with the technology and subject matter associated with the classification guide(s) they will be using.

General Course for Email Derivative Classifiers

Duration:

Two-hour Computer Based Training (see [Learning Nucleus](#) information on page 18)

Designed For:

DOE Individuals who are not Derivative Classifiers who require derivative classification authority only to send email on classified Information Technology (IT) systems. The course is also applicable to non-DOE individuals who are detailed to DOE or who are performing work for DOE at their agency and require access to DOE classified IT systems.

The General Course for Email Derivative Classifiers is intended to ensure that DOE personnel who send email on classified IT systems are trained to use source documents and the procedures for using applicable classification guidance to properly classify their email and apply proper classification markings. This course is a prerequisite to become certified as an Email Derivative Classifier.

Delivery:

Self-paced computer based training course.

Goal:

Successful completion of the course will provide the student with an understanding how to make a classification determination and apply appropriate markings to classified and unclassified email on classified systems.

Clearance Level Required:

None

Prerequisites:

DOE Learning Nucleus Account.

General Course for Derivative Declassifiers (DD)

Duration:

Two days

Designed For:

Individuals who require DOE derivative declassification authority.

Description:

The General Course for Derivative Declassifiers is intended to provide detailed knowledge of the requirements for the declassification of DOE documents and material. The course consists of seven modules, each of which concentrates on a different aspect of declassification.

| | |
|----------|--|
| Module A | Introduction to Declassification |
| Module B | Authority of the Derivative Declassifier |
| Module C | The Nuts and Bolts of Document Reviews |
| Module D | Coordination Requirements |
| Module E | Developing Sound Review Techniques |
| Module F | Practical Exercises |
| Module G | Examples |

Delivery:

This course is offered via video teleconference with class size generally limited to ten. The course is offered approximately once a quarter. The course relies on practical exercises to reinforce lectures on various aspects of declassification. A two-part final examination is given at the conclusion of the course. A score of at least 80 percent on each part is required for passing. Handouts are provided along with copies of all slides used. Handouts and slides provide reference material for the student.

Goal:

Successful completion of the course is required prior to an individual being granted DOE Derivative Declassification authority.

Clearance Level Required:

None

Prerequisites:

Should be a certified Derivative Classifier.

Safeguards and Security Classification (CG-SS-5) Course (4 day)

Duration:

Four days in person or self-paced facilitated study

Designed For:

DOE and NNSA Headquarters and field classification office employees who interpret and apply safeguards and security classification (CG-SS-5) guidance and will use course material to train local DCs. **The four-day course is designed for those locations that conduct vulnerability assessments.**

Description:

This course is designed to enhance the student's ability to interpret and apply the guidance in CG-SS-5. The course highlights the key DOE safeguards and security classification topics and emphasizes how to interpret the guidance using a large number of examples. This course consists of eleven modules, the first of which provides a broad overview of what safeguards and security encompasses; the other ten modules each concentrate on a different chapter of the safeguards and security classification guide.

| | |
|--------------|--|
| Introduction | Overview of DOE Safeguards and Security |
| Chapter 1 | Physical Security |
| Chapter 2 | Vulnerability Assessment |
| Chapter 3 | Compliance-Based Asset Protection |
| Chapter 5 | Cyber Security |
| Chapter 6 | Special Nuclear Material (SNM) Unaccounted For/Missing/Theft |
| Chapter 7 | Document Unaccounted For/Missing/Theft |
| Chapter 8 | Compromise |
| Chapter 9 | Upgrade and Downgrade Notices |
| Chapter 10 | Threat Messages |
| Chapter 11 | Malevolent Dispersal |

Delivery:

The course is designed for in-person learning, however, a facilitated self-study option is also available. Course materials, including slides and practical exercises, are available by request. In-person delivery is scheduled approximately once per quarter, as requested by field activities. The course uses numerous examples and includes practical exercises. Some handouts are provided along with copies of all Controlled Unclassified Information (CUI) slides.

Goal:

Successful completion of this course will provide the student with a foundation for how to interpret and apply the classification guidance found in CG-SS-5.

Clearance Level Required:

None

Prerequisites:

Some knowledge of the Safeguards and Security subject matter is expected.

Safeguards and Security Classification (CG-SS-5) Course (3 day)

Duration:

Three days in person or self-paced facilitated study

Designed For:

DOE and NNSA Headquarters and field classification office employees who interpret and apply safeguards and security classification (CG-SS-5) guidance and will use course material to train local DCs. **The three-day course runs concurrently with the 4 day option and is designed for those locations that do not conduct vulnerability assessments.**

Description:

This course is designed to enhance the student's ability to interpret and apply the guidance in CG-SS-5. The course highlights the key DOE safeguards and security classification topics and emphasizes how to interpret the guidance using a large number of examples. This course consists of eleven modules, the first of which provides a broad overview of what safeguards and security encompasses; the other ten modules each concentrate on a different chapter of the safeguards and security classification guide.

| | |
|--------------|--|
| Introduction | Overview of DOE Safeguards and Security |
| Chapter 1 | Physical Security |
| Chapter 2 | Vulnerability Assessment (Overview) |
| Chapter 3 | Compliance-Based Asset Protection |
| Chapter 5 | Cyber Security |
| Chapter 6 | SNM Unaccounted For/Missing/Theft (if requested) |
| Chapter 7 | Document Unaccounted For/Missing/Theft |
| Chapter 8 | Compromise |
| Chapter 9 | Upgrade and Downgrade Notices |
| Chapter 10 | Threat Messages |
| Chapter 11 | Malevolent Dispersal |

Delivery:

The course is designed for in-person learning, however, a facilitated self-study option is also available. Course materials, including slides and practical exercises, are available by request. In-person delivery is scheduled approximately once per quarter, as requested by field activities. The course uses numerous examples and includes practical exercises. Some handouts are provided along with copies of all Controlled Unclassified Information (CUI) slides.

Goal:

Successful completion of this course will provide the student with a solid foundation for how to interpret and apply the classification guidance found in CG-SS-5.

Clearance Level Required:

None

Prerequisites:

Some knowledge of the Safeguards and Security subject matter is expected.

Overview of Nuclear Weapons Classification (OWC) Course

Duration:

Four and a half days

Designed For:

DOE and NNSA HQ personnel and field classification office employees who interpret and apply nuclear weapon guidance or require a basic understanding of nuclear weapon classification. There are limited seats available for DoD personnel.

Description:

This course provides a technical overview of the design and use of nuclear weapons with emphasis on the many classification issues associated with them. It is designed to enhance the student's ability to interpret and apply guidance found in weapon classification guides. This course consists of 15 modules, each of which concentrates on a different area of weapon classification guidance or policy issues.

| | |
|----------|--|
| Module A | Classification Overview |
| Module B | Nuclear Science and Related Terms |
| Module C | Nuclear Weapons Introduction |
| Module D | CG-W-5 Introduction |
| Module E | Single-Stage Weapons |
| Module F | Weapon Initiators |
| Module G | Detonation Systems/High Explosives |
| Module H | Boosting/Reservoirs |
| Module I | Primaries/Interstage Coupling/Secondaries |
| Module J | Weapons Material |
| Module K | Nuclear Safety / SAFF / Use Control |
| Module L | Nuclear Weapon Outputs and Effects |
| Module M | Nuclear Weapons Testing |
| Module N | Vulnerability and Hardening |
| Module P | Nuclear Weapon Production and Military Utilization |

Delivery:

This in-person course uses review aids, films, examples, and practical exercises. Some handouts are provided along with copies of all unclassified slides used. Classified training material will be mailed at the conclusion of the course if requested.

Goal:

Successful completion of this course will provide the student with a solid foundation in nuclear weapon design and classification guidance.

Clearance Level Required:

DOE "Q" **OR** DoD Final Top Secret or Final Secret with Critical Nuclear Weapons Design Information (CNWDI) certification. **Please note that attendees from other agencies must submit all clearance paperwork 15-working days before the training begins.**

Prerequisites:

None

Historical Records Restricted Data Reviewers (HRRDR) Course

Duration:

Four days *

Designed For:

All individuals in agencies and sub agencies subject to section 3.3 of Executive Order 13526, "Classified National Security Information," who are conducting page-by-page review of records likely to contain Restricted Data (RD) and/or Formerly Restricted Data (FRD).

Description:

RD and FRD are distinct categories of classified information controlled by the Atomic Energy Act. RD can only be declassified by DOE. FRD must be jointly declassified by DOE and the Department of Defense (DoD). Reviewers may encounter unmarked RD/FRD during the declassification reviews of documents containing National Security Information. This course provides a historical background and technical overview designed to give students the ability to recognize potential RD/FRD information in documents for the purpose of identifying and setting them aside for referral. The course consists of 17 modules, each of which concentrates on a different area of potentially classified information.

| | | | |
|----------|--|----------|--|
| Module A | Introduction | Module J | Nuclear Weapon Outputs and Effects |
| Module B | Nuclear Science and Related Terms | Module K | Vulnerability and Hardening |
| Module C | History of U.S. Nuclear Energy Program | Module L | Military Utilization of Nuclear Weapons |
| Module D | History of DOE Facilities | Module M | Isotope Separation |
| Module E | Classification System and Related Issues | Module N | Production Reactors and Related Technologies |
| Module F | Nuclear Weapons I | Module O | Naval Nuclear Propulsion Information |
| Module G | Nuclear Weapons II (classified) | Module P | Report to Congress/Lessons Learned |
| Module H | Safing, Arming, Fuzing, and Firing | Module Q | National Security Information |
| Module I | Nuclear Weapon Use Control | | |

Delivery:

This in-person course uses review aids, examples, and practical exercises extensively. The course is scheduled as requested by Other Government Agencies. Numerous handouts are provided along with copies of all unclassified slides used. Handouts and slides provide reference material for the student. Students must pass a final examination to successfully complete the course.

Goal:

Successful completion of the course will enable reviewers to recognize nuclear information appearing in records not marked as containing RD/FRD which should be identified as potential RD/FRD and set aside. DOE will certify successful students as Historical Records Restricted Data Reviewers.

Clearance Level Required:

DOE "Q" **OR** DoD Final Top Secret or Final Secret with Critical Nuclear Weapons Design Information (CNWDI) certification. **Please note that attendees from other agencies must submit all clearance paperwork 15 working days before the training begins.**

Prerequisites:

None

* The course is undergoing renovation which will result in a 3-day option some time in 2024.

Historical Records Restricted Data Reviewers Refresher Course

Duration:

Half day

Designed For:

Historical Records Restricted Data Reviewers (HRRDR) Course graduates who have not taken the HRRDR Course or the HRRDR Refresher Course within the past three years.

Description:

During the Refresher Course, students review the keys to recognizing potential RD/FRD associated terms in context including identifying DOE documents, recognizing RD and FRD markings, and recognizing potential RD and FRD in documents that have not been properly marked. There is no examination.

Delivery:

This in-person course uses review aids, examples, and practical exercises. The course is scheduled as requested by Other Government Agencies, normally in conjunction with a full HRRDR Course. Some handouts are provided along with copies of unclassified slides presented.

Goal:

Completion of this course reinforces the information required for reviewers to recognize nuclear information appearing in records not marked as containing RD/FRD which should be identified as potential RD/FRD and set aside.

Clearance Level Required:

DOE "Q" **OR** DoD Final Top Secret or Final Secret with Critical Nuclear Weapons Design Information (CNWDI) certification. **Please note that attendees from other agencies must submit all clearance paperwork 15 working days before the training begins.**

Prerequisites:

Successful completion of the HRRDR Course.

Restricted Data/Formerly Restricted Data Recognition and Records Processing Seminar

Duration:

Half day

Designed For:

All individuals in agencies and sub agencies who are involved in reviewing records under section 3.3 of Executive Order 13526, "Classified National Security Information."

Description:

This seminar is conducted to train all personnel who review records subject to the Special Historical Records Review Plan developed pursuant to the Fiscal Year 1999 Defense Authorization Act. Specifically, the seminar consists of an overview of the plan, a review of the requirements for processing records affected by the plan, and training on the recognition of RD and FRD in both marked and unmarked records.

Delivery:

This seminar can be delivered in person or via video teleconference

Goal:

Completion of this seminar will provide individuals with an understanding of agency requirements under the Special Historical Records Review Plan and enable them to recognize collections that have the potential to contain RD and FRD in documents being reviewed under section 3.3 of Executive Order 13526. This seminar can also serve as refresher training for HRRD reviewers when presentation of the HRRDR Refresher Course is not practical.

Clearance Level Required:

None

Prerequisites:

None

Access to Restricted Data and Formerly Restricted Data

Duration:

One hour in person or facilitated self-study

Designed For:

Non-DOE individuals who have access to Restricted Data (RD) or Formerly Restricted Data (FRD).

Description:

This presentation provides individuals from non-DOE agencies who have access to RD or FRD with an overview of the unique characteristics of RD and FRD and the requirements for identifying, marking, handling, and declassifying these categories of classified information.

Delivery:

[Online video](#), or DOE instructor-led virtual or on-site presentation if within the Washington, DC metropolitan area, depending on availability of an instructor.

Goal:

To meet the training requirements for persons from non-DOE agencies who have access to RD or FRD by Title 10 Code of Federal Regulation (CFR) Part 1045, *Nuclear Classification and Declassification*.

Note that these presentations do not serve in place of agency training unless authorized by agency policies. Unless you are specifically directed to this training by your agency, you should contact your supervisor, security office, or your RD Management Official to ensure you receive appropriate agency training or that this information is accepted to meet your agency's requirements.

Clearance Level Required:

None

Prerequisites:

None

Access to Transclassified Foreign Nuclear Information (TFNI)

Duration:

Ninety minutes in person or facilitated self-study

Designed For:

The first module is designed for non-DOE individuals who may be exposed to classified, foreign nuclear information. Non-DOE individuals who are required to classify matter containing TFNI must review both modules.

Description:

These presentations familiarize individuals with information that could be TFNI and describe the criteria and marking requirements for TFNI.

Module 1: Training for non-DOE Personnel who have Access to TFNI. This module covers the basic requirements of 10 CFR Part 1045 to include definitions and descriptions of Restricted Data, Formally Restricted Data, TFNI, and Transclassification. Students will also gain a better understanding of access and handling of TFNI.

Module 2: Training for non-DOE Personnel who Classify Matter Containing TFNI. This module covers TFNI authorities and the criteria used to determine if matter contains TFNI. The proper classification marking, redaction, and public release of TFNI is also described.

Delivery:

[Self-paced PowerPoint presentation](#), or DOE instructor-led virtual or on-site presentation if within the Washington, DC metropolitan area, depending on availability of an instructor.

Goal:

1. To meet the training requirements for persons from non-DOE agencies who have access to RD or FRD by Title 10 Code of Federal Regulation (CFR) Part 1045, *Nuclear Classification and Declassification*.
2. To meet the training requirement for persons from non-DOE agencies who will be classifying documents that contain TFNI.

These presentations do not serve in place of agency training unless authorized by agency policies. Unless you are specifically directed to this training by your agency, you should contact your supervisor, security office, or your RD Management Official to ensure you receive appropriate agency training or that this information is accepted to meet your agency's requirements.

Clearance Level Required:

None

Prerequisites:

None

Restricted Data Derivative Classifiers Course

Duration:

Four hours in person or facilitated self-study

Designed For:

This course informs individuals from agencies outside of DOE of the requirements for classifying documents and material as RD or FRD. This course familiarizes persons with the procedures for identifying, classifying, marking, handling, and declassifying documents that contain RD and FRD. With the concurrence of the agency's Restricted Data Management Official (RDMO), this course may serve to meet the training requirements of 10 Code of Federal Regulations (CFR) Part 1045, Nuclear Classification and Declassification, for RD Derivative Classifiers employed by Government agencies and their contractors.

Description:

This course assists other agencies in meeting the requirements of 10 CFR Part 1045, which requires all agencies to train RD Derivative Classifiers.

Delivery:

[Self-paced PowerPoint presentation](#), or DOE instructor-led virtual or on-site presentation if within the Washington, DC metropolitan area, depending on availability of an instructor.

Goal:

To provide individuals from other agencies with the training necessary to become RD Derivative Classifiers.

Completion of this briefing does not automatically authorize a person to classify matter containing RD or FRD. Unless you are specifically directed to this training by your agency, you should contact your supervisor, security office, or your RD Management Official to ensure this training is accepted by your agency for RD Derivative Classifier training and if there are additional agency requirements to obtain RD Derivative Classifier authority.

Clearance Level Required:

None

Prerequisites:

None

Unclassified Controlled Nuclear Information (UCNI) Reviewing Official Course

Duration:

Two hour facilitated self-study

Designed For:

Individuals who require appointment as an Unclassified Controlled Nuclear Information (UCNI) Reviewing Official (RO).

Description:

The UCNI RO Course focuses on the requirements for the identification and control of DOE UCNI, including information on who determines what is UCNI information, UCNI authorities, guidelines, reviews, markings, and protection required by 10 CFR Part 1017, *Identification and Protection of Unclassified Controlled Nuclear Information*.

Delivery:

The student receives a training presentation, reference material, exercises, and policy examination electronically. This course is self-paced. Students must complete a final examination to successfully complete the course.

Goal:

Individuals who successfully complete this course meet the policy training requirement necessary to be appointed as a DOE UCNI RO.

Clearance Level Required:

None

Prerequisites:

None

Office of Classification eLearning Courses

Available via Learning Nucleus

| Course Name | Catalog Number | Course Description | Course Length |
|--|----------------|---|---------------|
| Email Derivative Classifier | OC-101DE | This course provides training on how to derivatively classify and apply required classification markings to individual emails. It is also used as the biennial recertification training for eDCs. | 1.5 hrs. |
| IN (Group A) Email DC | IN-101DE | This course, applicable to DOE-IN personnel, provides training on how to derivatively classify and apply required classification markings to individual emails. It is also used as the biennial recertifications training for Group A eDCs. | 2.5 hrs. |
| Derivative Classifier Biennial Refresher | OC-102DE | This course may be used every 2 years in lieu of the full Derivative Classifiers Course to meet the policy review requirements for recertification. | 2.5 hrs. |
| UCNI-RO Biennial Refresher | OC-103DE | This course may be used every 2 years to meet the policy review requirements in lieu of full Headquarters Reviewing Official recertification. | 2.5 hrs. |

Learning Nucleus Tips

Link to [Learning Nucleus](#)

The Learning Nucleus is available to DOE personnel only. If you are logging in for the first time, you may need to obtain access and submit profile information to access the website.

If you are a DOE contractor, see the logon instructions at [Learning Nucleus Initial Access](#).

Federal Employees can alternatively access the Learning Nucleus site through the [Employee Self-Service](#) login page. After logon, select **Training > Learning Nucleus** from the menu bar.

After you logon to the Learning Nucleus website, you will see the main Dashboard page. Select the Course Catalog button.



Course Catalog

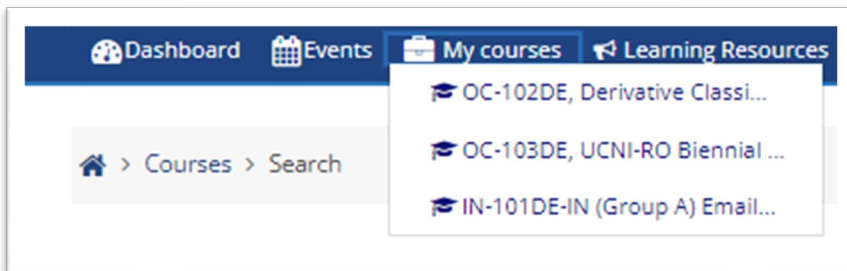
Enter either the course Catalog Number or the course name (see table above) in the *Course Title* search field, then click the *Enter* key or the *Search Course Catalog* button to see the course name and description.

Course Title

Confirm the course name you wish to access, click the *Begin Course* button. A new browser window will open. Select the new browser window, follow the instructions to start the course.

NOTE: You may need to enable the allow popup window feature on the browser you are using.

If you have previously enrolled in a course, you can access the course by selecting the *My Courses* tab located in the blue menu bar at the top left of the screen.



Previously enrolled course(s) are also available in the Dashboard page, under the ***My Professional Training*** section.

To access completion certificates of previously completed training, use the ***Transcript*** link.



Transcripts

If you encounter problems regarding access or using the Learning Nucleus training site, send an email to the [Learning Nucleus Helpdesk](#) or call (505) 845-4767.

Special Courses and Briefings

The Office of Classification is prepared to conduct special courses or briefings on classification, declassification, and UCNI upon request. These can be tailored to the needs of the requestor. If your organization has a need for a specialized briefing, please send email to or call:

- [Jim Crosley](#) (301) 903-0062
- [Christy Craver](#) (301) 903-2269





**OFFICE OF CLASSIFICATION
CLASSIFICATION TRAINING INSTITUTE
REGISTRATION FORM**



Complete the following application and provide a brief description of your classification and/or declassification experience. Email completed registration forms to christy.craver@hq.doe.gov or fax to (301) 903-6133.

Course Title

Course Start Date _____ Course End Date _____

Attendee Information

Check one Mr. Mrs. Ms. Dr.

First Name _____ Middle Name _____ Last Name _____ Preferred Nickname _____

Job Title *(Please be specific and do not use acronyms)* _____ Organization _____

Room _____ Business Street Address _____ City _____ State _____ Zip Code _____

Telephone Number* _____ Email Address* _____

*For remote training events, provide phone and email you will be using to participate in the course.

Employment Status: Federal Employee Contractor _____
 If you are a contractor, specify your company name.

Are you a U.S. citizen? Yes No _____
 If you are not a U.S. citizen, specify your country of citizenship.
 (If applicable, include dual citizenship status.)

What is your Clearance Level? Q L Other _____
 If other is selected, list your Clearance Level

| | | |
|---|------------------------------|-----------------------------|
| Are you currently an original or Derivative Classifier? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If No, do you anticipate submitting a request to become a Classifier? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If Yes, how long have you been a classifier? | Months | Year(s) |
| Are you currently a Derivative Declassifier? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If No, do you anticipate submitting a request to become a Declassifier? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If Yes, how long have you been a Declassifier? | Months | Year(s) |

Briefly describe your Classification/Declassification duties/responsibilities.
